

State of Michigan
Department of Labor & Economic Growth
Bureau of Construction Codes – Office of Land Survey & Remonumentation
STATE BOUNDARY COMMISSION

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF A
VILLAGE INCORPORATION PETITION
TO BE FILED WITH THE STATE BOUNDARY COMMISSION**

A PETITION FOR VILLAGE INCORPORATION IS COMPOSED OF THE FOLLOWING PARTS AND FORMS:

- PART I**..... A map or drawing, supplied by the petitioner, clearly showing the territory proposed to be incorporated, and prepared in such a way that its minimum size is 8 ½" x 13" with a maximum size of 14" x 18." State Boundary Commission Administrative Rules No. 25 and 27 describe the content of this map or drawing. **LABEL THE MAP OR DRAWING "PART I."**
- PART II**..... See page "Part II" for instructions.
- PART II(a)**..... See page "Part II(a)" for instructions.
- PART III**..... Refer to State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART IV**..... See page "Part IV" for instructions.
- PART V**..... Prepared on Bureau of Elections Form No. 2010-2002 (size 8 ½" x 14"). This petition signature form can be obtained from either the Boundary Commission Office or a Secretary of State Office.
- PART VI**..... See page "Part VI" for instructions.
- PART VII**..... Show the relationship of the area proposed for incorporation to the balance of adjacent units of government. This map is supplied by the petitioner. The map may be of a size the petitioner chooses and is not evaluated by the Commission in determining legal sufficiency. **LABEL THIS MAP "PART VII."**

THE COMPLETED PETITION SHOULD BE FILED WITH THE BOUNDARY COMMISSION OFFICE IN LANSING. THIS MAY BE DONE EITHER IN PERSON BETWEEN THE HOURS OF 8:00 A.M. - 5:00 P.M., OR BY MAIL, AT THE FOLLOWING:

IN PERSON AT:

BUREAU OF CONSTRUCTION CODES
STATE BOUNDARY COMMISSION
6546 MERCANTILE WAY, SUITE 3
LANSING, MI 48911

MAIL TO:

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF CONSTRUCTION CODES
STATE BOUNDARY COMMISSION
P.O. BOX 30704
LANSING, MI 48909

In compliance with the American Disabilities Act, the Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc. regarding this petition, you may make your needs known to this agency by contacting the State Boundary Commission Office, either by telephone (517-241-6321) or email (holmes@michigan.gov).

PETITION FOR VILLAGE INCORPORATION

PART II

WE, the undersigned qualified electors residing within

_____ township(s),
in _____ county(s), and the territory affected and/or
described herein (in PART III), do petition that the question of incorporation of the proposed
Village of _____ as a home rule village be considered
by the State Boundary Commission in accordance with the provisions of 278 PA 1909,
279 PA 1909, and 191 PA 1968.

It is not necessary to sign and notarize this page. The phrase,
“WE, the undersigned...” refers to petition signers in PART V.

PETITION FOR VILLAGE INCORPORATION

PART IIa

It is the responsibility of the petitioner(s) to furnish the Boundary Commission with the contact information requested below in order for the government units to receive notice of docket material, meetings, and public hearings. The importance of accurate and current information cannot be overemphasized. The processing of a petition may be delayed if inaccuracies cause improper notice.

1.

Name of Petitioner:
Mailing Address:
Telephone Number: () Fax: ()
E-Mail address:

2.

Name of Township:
Name of Township Clerk:
Mailing Address:
Telephone Number: () Fax: ()
E-Mail address:

3.

Name of County:
Name of County Clerk:
Mailing Address:
Telephone Number: () Fax: ()
E-Mail address:

4. If the petition should involve more than one township, county and/or village, place additional township, county, and/or village information on separate sheet and attach to this form.

PETITION FOR VILLAGE INCORPORATION

PART III

The proposed Village of _____

is legally described as follows:

PETITION FOR VILLAGE INCORPORATION

PART IV

**THIS PAGE IS TO BE USED ONLY IN THOSE CASES WHERE THE AREA
PROPOSED TO BE INCORPORATED IS A SUMMER RESORT ASSOCIATION**

WE FURTHER REPRESENT:

1. That _____, a **summer resort association**, is incorporated and has existed for at least 2 consecutive years under 230 PA 1897.
2. That at least 30 legal voters reside within the territory of the association.
3. That the proposed territory contains at least 150 inhabitants and has an average population of at least 100 inhabitants per square mile.

PETITION FOR VILLAGE INCORPORATION

PART V

**THIS SECTION FOR
PETITION SIGNATURES**

ON

SECRETARY OF STATE/BUREAU OF ELECTIONS FORM 2010-2002

PETITION FOR VILLAGE INCORPORATION

PART VI

We further represent that the incorporation proposed in this petition is necessary or desirable at this time for the following reason(s):